

WISCONSIN'S RTAP SCHOLARSHIP PROGRAM GUIDELINES

(Revised January 1, 2006)

I. Program Goals

- * To further the development of the skills and abilities of persons involved in providing passenger service to the state's rural and small urban areas.
- * To encourage the development of professional networks among Wisconsin transportation providers.
- * To offset some of the costs of attending national, state, and local transit training and educational programs.

II. Eligibility

Any agency or organization within the state, responsible for providing passenger service to the state's rural and small urban areas, is eligible to apply. Training of drivers, dispatchers, and mechanics is encouraged.

III. Scholarship Administration

Amounts

In order to spread the scholarship funds among as many eligible participants as possible, three categories of scholarships have been established, each with a dollar limit:

Category A: \$450 to \$1,200

Category B: less than \$450

Category C: Group Training /In House Training (\$1,500 Max.)

No individual scholarship in excess of \$1,200 will be approved. No single agency shall receive more than \$1,800 in individual scholarships **to attend a single event.**

Scholarship for in-state events will cover up to 80% of the total eligible expenses as defined in this document for training or conferences attended, up to the approved maximum.

Scholarships for out-of-state training or conferences will cover up to 65% of the total eligible expenses, up to the approved maximum. The organization or individual is responsible for the matching portion of the costs.

No one organization or person will receive more than one (1) Category A scholarship in any calendar year. There will be no limit on the number of Category B scholarships that one organization can receive. Category C scholarships will not affect the normal limitations specified above.

Eligible Training

Courses, seminars, workshops, and conferences with subject matter applicable to the rural passenger transportation industry. The training delivered by a third party can be in-house, in-state, or out-of-state. Certain training materials are also eligible for purchase especially if these materials can be shared with other organizations.

Selection Process

All applications will be reviewed on a first come-first served basis by the RTAP Coordinator. Applications will be evaluated on the basis of:

- 1) The balance of funds remaining in the scholarship program;
- 2) The applicant's eligibility;
- 3) The training/conference eligibility;
- 4) The category of scholarship; and
- 5) The previous agency/individual scholarship awards.

The RTAP Coordinator will approve or disapprove the application in writing within two (2) weeks from the date of receipt. Approval letters will contain the maximum reimbursement allowed under the scholarship.

Application for Scholarships

The RTAP Scholarship Application Forms can be obtained online at from and must be submitted to:

**RTAP Coordinator
Wisconsin Department of Transportation
Bureau of Transit and Local Roads
P. O. Box 7913
Madison, WI 53707-7913**

Applications can also be accessed online at
<http://www.dot.wisconsin.gov/localgov/transit/rtap.htm>

A brochure or other descriptive information should accompany the application.

The application should be received by the RTAP Coordinator at least two (2) weeks prior to the start of the training/conference.

Eligible Expenses

Registration, lodging, travel expenses, and those meals not covered by the registration are eligible for scholarship reimbursement.

The maximum allowable reimbursement for meals not covered by the registration fee will be as follows:

<i>Breakfast</i>	<i>\$ 8.00</i>
<i>Lunch</i>	<i>\$ 9.00</i>
<i>Dinner</i>	<i>\$17.00</i>

Travel costs:

In-state – 38.5¢ per mile

Out-of-state – 38.5¢ per mile or air fare, whichever is less

Lodging \$62.00 max. or not to exceed the special conference site rate.

Requests for Reimbursement

Requests for reimbursement must contain the following documentation:

- 1) Your detailed expense information;
- 2) Your receipts of all eligible expenses except for meals;
- 3) A copy of the training/conference agenda;
- 4) A copy of the scholarship approval letter; and
- 5) Your training/conference evaluation report.

The attendee must submit a brief report and evaluation of the training/conference along with the request for reimbursement. The report will summarize the information and experience gained at the training/conference and its value in the performance of the person's job duties. The evaluation will be used to determine the appropriateness of subsequent scholarships to the same or similar training sessions.

Forms on which to file for reimbursement will be sent with the letter approving the scholarship.

Requests for Reimbursement must be submitted within 6 months of the conference or training event. If reimbursement is not requested within that time period, the scholarship will be voided and no payments issued.